

BUDGET UTILIZATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

No.: _____
 Date: March 25, 2022
 Fund: _____

Payee: **Anthony L. Borneo**

Office: **HELVMU/GSD**

Address: **VSU**

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
	Payment of per diem...			450.00
	Total			450.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.

Signature: _____

Printed Name

Honey Sofia V. Colis

Position:

OIC Director/ODHRM

Date

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above.

Alicia M. Flores

HEAD, BUDGET OFFICE

C **STATUS OF OBLIGATION**

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	obligation		450.00		450.00	
	Totals					

1. That the First Party is in need of the services of the Second Party who shall perform work not performed by the regular personnel of the First Party;
2. That the Second Party has signified his intention, to which the First Party has accepted, to provide the service needed by the latter;

TOTAL

P450.00

I hereby certify that (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, and (4) the expenses claimed are proper.

Marlon G. Burlas
 (IMMEDIATE SUPERVISOR)

Prepared by:

Anthony L. Borneo

APPROVED:

Edgardo E. Tulin
 President